

**261—7.20(260F) Application process.**

**7.20(1)** An application for training assistance must be submitted to the department by a community college on behalf of a business or apprenticeship sponsor. An application shall not be accepted by the department if submitted directly by a business or apprenticeship sponsor.

**7.20(2)** Community colleges shall use Application for Assistance, Form 260F-1, to apply for 260F business assistance. Apprenticeship Application for Assistance, Form 260F-1D, shall be used for apprenticeship assistance.

**7.20(3)** Required contents of the application will be described in the application package.

**7.20(4)** Applications must be submitted to Iowa Department of Economic Development, Division of Administration, Workforce Development Programs, 200 East Grand Avenue, Des Moines, Iowa 50309. Required forms and instructions are available at this address.

**7.20(5)** The department will score applications according to the criteria specified in 261—7.21(260F).

**7.20(6)** To be funded, an application must receive a minimum score of 65 out of a possible 100 points and meet all other eligibility criteria specified elsewhere in these rules.

**7.20(7)** The department may approve, reject, defer, or refer an application to another training program.

**7.20(8)** The department reserves the right to require additional information from the business or apprenticeship sponsor.

**7.20(9)** Application approval shall be contingent on the availability of funds. The department shall reject or defer an application if funds are not available.